King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.04.003 - Emergency Relief from Duty	Approved By:	Director Allen Nance
	Effective Date:	December 10, 2025
	Reviewed By:	PRC
	Review Date:	November 12, 2025

Purpose
To establish procedures for the immediate removal of an employee from duty during emergent conditions.

Policy
It is the policy of the department that any supervisor may relieve an employee from duty in an emergency when it appears that such action is in the best interest of the public and the department.

References
Department Form: Supervisor's Incident Report (F-523)
Staff Report
Department Policy: 1.01.001 - Code of Conduct
1.03.050 - Drug Use

A. General Guidelines

1. Conditions for emergency relief from duty may include, but are not limited to:
   a. Commission or furtherance of a crime.
   b. Appearance of being under the influence of either alcohol or drugs or having alcohol on breath following Department policies 1.01.001 - Code of Conduct and 1.03.050 - Drug Use.
   c. Apparent psychological problems.
   d. Apparent inability to perform any of the essential functions of the job.
   e. Insubordination.

B. Supervisor Responsibilities

1. Any supervisor may relieve an employee from duty in an emergency when it appears that such action is in the best interest of the department.
2. Supervisors shall not display preferential treatment or exercise authority over subordinates in an un-equal or disparate manner.
3. No supervisor shall knowingly issue any order which is in violation of any federal or state law or local ordinance.
4. Any supervisor giving a conflicting order shall take the necessary action(s) to correct the conflicting order(s) and assume full responsibility for the subordinate’s actions in obedience to the order(s).

5. The on-duty Shift Commander or Supervisor (CCD, Juvenile Division, Administration) imposing the emergency relief from duty shall:
   a. Notify the Division Major/Chief of Operations/Deputy Division Director/Deputy Director (Administration only).
   b. If after normal business hours, notify the Executive Duty Officer (EDO) or Officer of the Day (at the Juvenile Division) of the action recommended or taken.
6. Complete a Supervisor's Incident Report (F-523)/Memorandum/Staff Report that states the reasons for the relief.
   a. Forward the original report directly to the Division Major/Chief of Operations/Deputy Division Director/Deputy Director (Administration only).
   b. Forward a copy of the report to the Facility Commander/Division Director/Deputy Director (Admin only).
      1) Instruct the employee to call their Facility Commander/Division Director/Deputy Director (Administration only), before 1000 hours the following business day, unless excused from such requirement in writing by the Facility Commander/Division Director/ Deputy Director (Administration only), or designee.
      2) Also instruct the employee:
         a) They may be placed on administrative leave pending a decision by the Director.
         b) While on administrative leave, an employee cannot engage in any department-related activities without permission from a Facility Commander/Division Director/Deputy Director (Administration only), or designee.
         c) Employees on administrative leave shall remain available to the department during normal business hours, unless stated otherwise by the employee's Collective Bargaining Agreement or excused from such requirement by a Facility Commander/Division Director/Deputy Director (Administration only), or designee.

C. Leave Use When Removed from Duty:

1. Employees removed from duty and directed to attend medical appointments by the Division Major/Chief of Operations/Deputy Division Director/Deputy Director (Administration only), shall be placed on Administrative Leave until cleared.
2. Employees removed from duty due to their own personal medical condition, shall be paid regular time for the remainder of the shift they were removed from.
   a. Employees removed from duty due to their personal medical condition, shall be required to use sick or other personal leave until cleared.
3. Employees removed from duty that go into a Leave Without Pay (LWOP) status pending clearance from a medical provider, shall not be subject to discipline under the progressive discipline policy, nor charged FMLA/KCFML unless the no pay status will result in loss of monthly benefits.
4. Employees that elect to leave shift due to non-job-related injury medical concerns, shall use their own leave to cover the absence from shift.